

CONFIDENTIAL

STANDARD FORM NO. 64

Approved For Release 2000/08/30 : CIA-RDP81-00261R000600040027-7

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Office of the Executive 25X1A

DATE: 1 November 1950

Attention: [REDACTED]

FROM : Acting Chief, Class. & Wage Adm. Branch

SUBJECT: Position Description Approval

Position description #6245 is forwarded herewith for your information and files.

25X1A  
[REDACTED]

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Standard Form 630-101 February 1960		Approved For Release 2000/08/30 : CIA-RDP81-00261R000600040027-7		Jep	
UNITED STATES CIVIL SERVICE COMMISSION POSITION DESCRIPTION		3. Reason for submission: (a) If this position replaces another (i. e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number <b>In lieu of Pos 5573 GS-301-17</b> (b) Other (specify)		5. O. S. C. certification No. <b>6245</b>	
8. CLASSIFICATION ACTION		Washington, DC		6. Date of certification <b>001 27 1950</b>	
ALLOCATION BY		CLASS TITLE OF POSITION		CLASS	
a. Civil Service Commission		Not SUBJECT TO A ACTION		Service Series Grade INITIALS DATE	
b. Department, agency, or establishment					
c. Bureau		Executive Officer GS-18		OS 301 18	
d. Field office					
e. Recommended by initiating office					
9. Organizational title of position (if any) <b>Executive</b>		10. Name of employee (if vacancy, specify V-1, 2, 3, or 4)			
11. Department, agency, or establishment <b>Central Intelligence Agency</b>		c. Third subdivision			
a. First subdivision <b>Office of the Executive</b>		d. Fourth subdivision			
b. Second subdivision		e. Fifth subdivision			
12. This is a complete and accurate description of the duties and responsibilities of my position		13. This is a complete and accurate description of the duties and responsibilities of this position			
(Signature of employee) (Date)		(Signature of immediate supervisor) (Date)			
14. Certification by head of bureau, division, field office, or designated representative		15. Certification by department, agency, or establishment			
(Signature) (Date)		(Signature) (Date)			
Title:		Title: <b>Acting Chief, Class. &amp; Wage Adm. Branch</b>			
16. Description of duties and responsibilities (See Guide to Position Classifiers, Employees, and Supervisors for the Preparation of Position Descriptions, Standard Form No. 75A)					
Under general direction of the Director, Central Intelligence Agency, serves as the Executive, and in that capacity has full responsibility for the overall operational and administrative management of the Agency in accordance with the policies of the Director, and for the coordination of all Agency activities to this end.					
Not SUBJECT TO A ACTION					
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JUST	22	NEXT REV	2011	AUTH:	HR 70-2

# CENTRAL INTELLIGENCE AGENCY

(PRESENT)

DIRECTOR  
OF  
CENTRAL INTELLIGENCE

*Deputy Director*

INTELLIGENCE  
ADVISORY  
COMMITTEE

EXECUTIVE

*Deputy Executive*

BUDGET  
STAFF

MANAGEMENT  
STAFF

PERSONNEL  
STAFF

PROCUREMENT  
REQUIREMENTS  
STAFF

COORDINATION,  
OPERATIONS &  
POLICY STAFF

LEGAL  
STAFF

ADVISORY  
COUNCIL

MEDICAL  
STAFF

INSPECTION  
& SECURITY  
STAFF

ADMINISTRATIVE  
STAFF

SPECIAL  
SUPPORT  
STAFF

OFFICE OF  
REPORTS &  
ESTIMATES

OFFICE OF  
SCIENTIFIC  
INTELLIGENCE

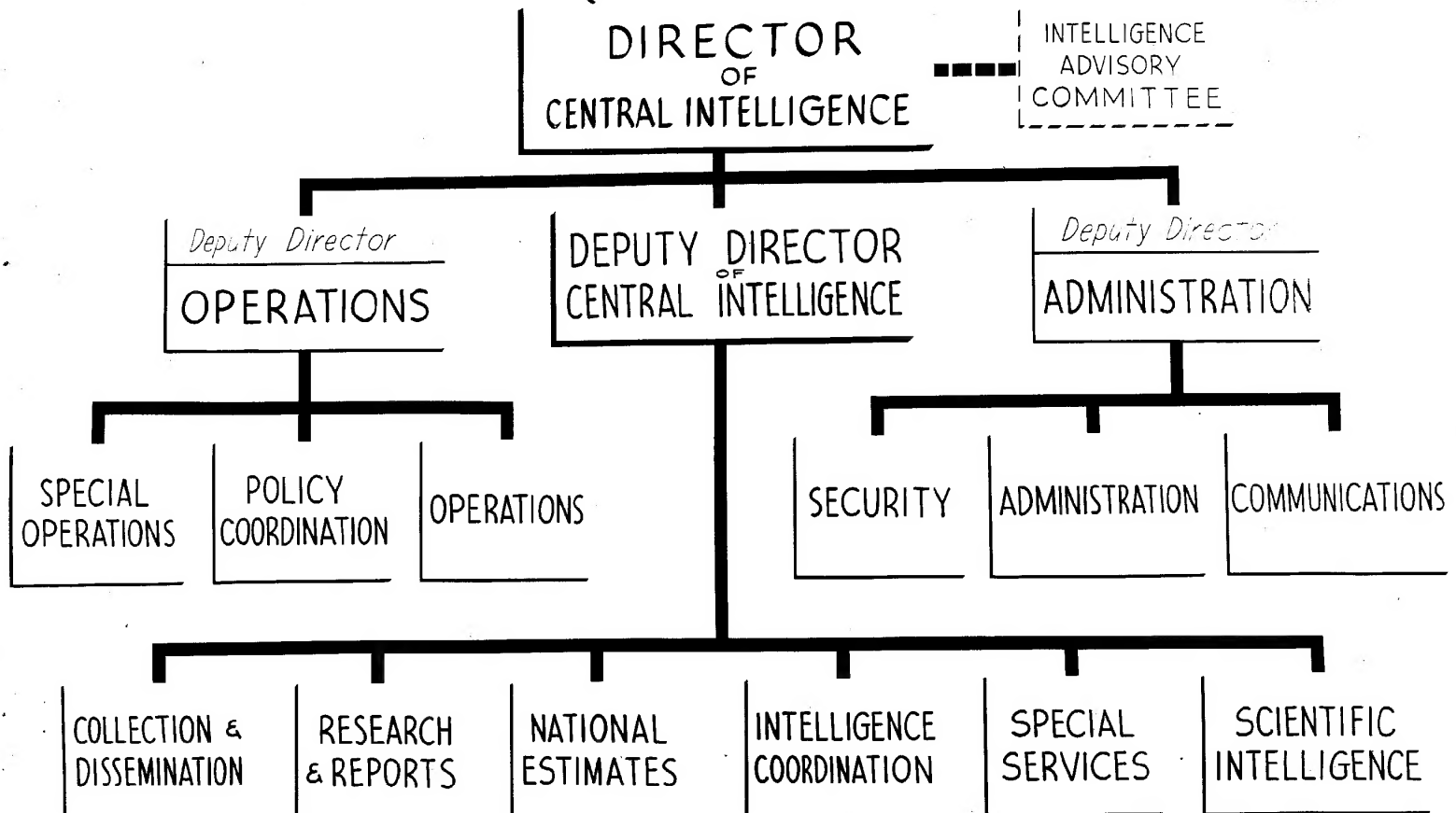
OFFICE OF  
COLLECTION &  
DISSEMINATION

OFFICE OF  
POLICY  
COORDINATION

OFFICE  
OF  
OPERATIONS

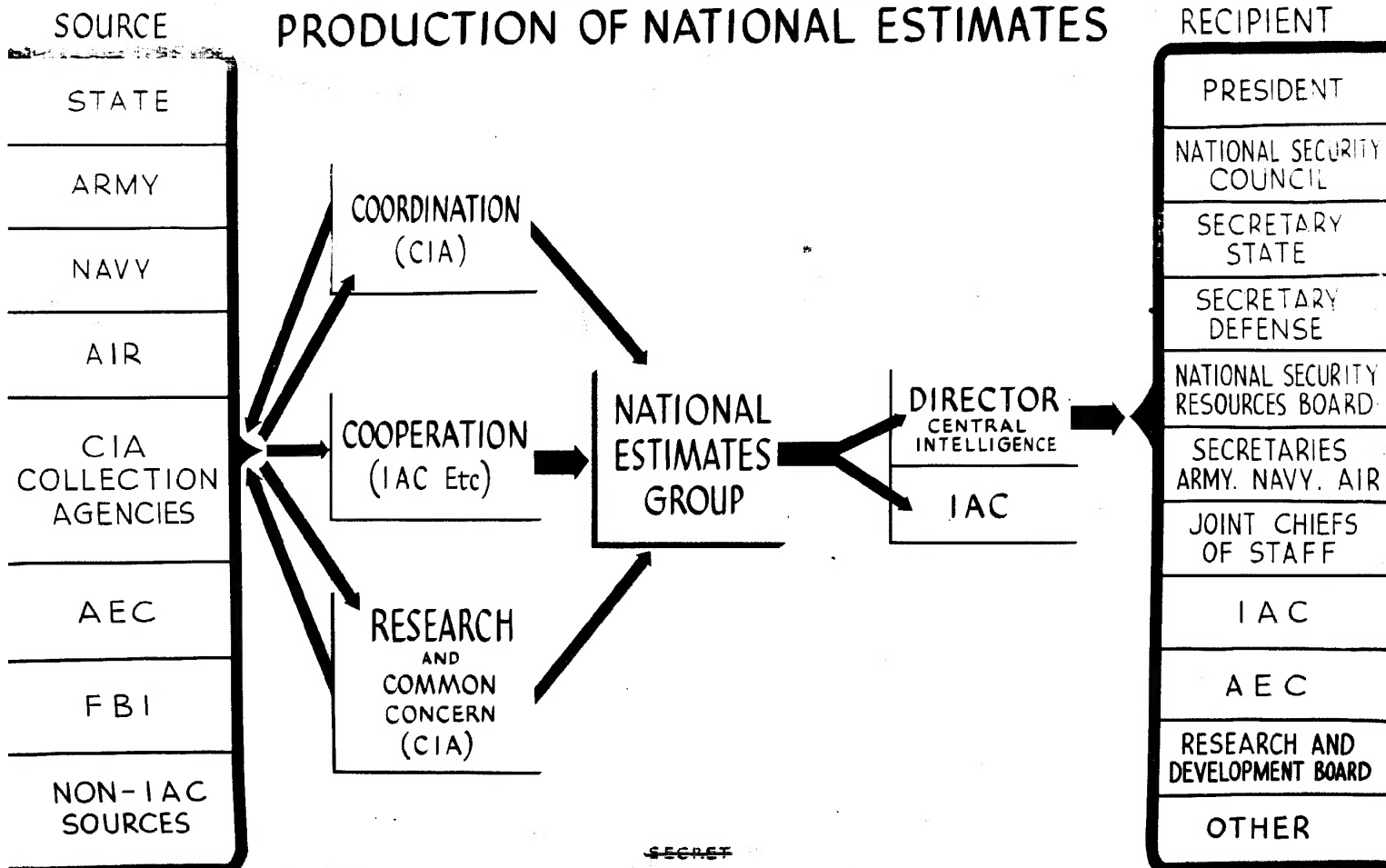
OFFICE OF  
SPECIAL  
OPERATIONS

# CENTRAL INTELLIGENCE AGENCY (PROPOSED)



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# CENTRAL INTELLIGENCE AGENCY PRODUCTION OF NATIONAL ESTIMATES

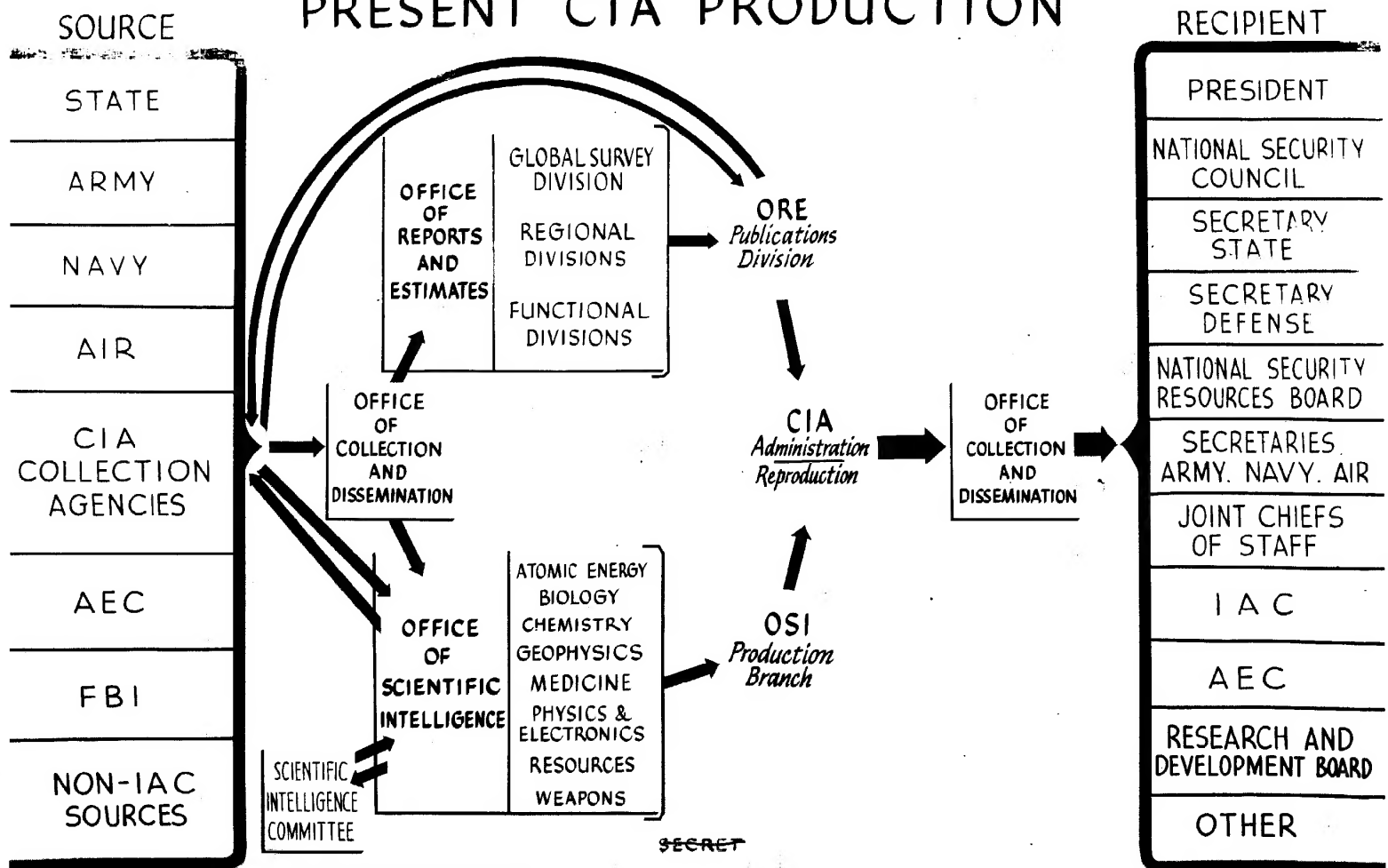


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# PRESENT CIA PRODUCTION



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